

## **BURBANK UNIFIED SCHOOL DISTRICT**

**CLASS TITLE: PERSONNEL CLERK**

### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, perform clerical duties related to classified or certificated personnel; prepare and maintain a variety of personnel files, records and reports.

### **REPRESENTATIVE DUTIES:**

Provide information and assistance in person or by telephone to school district personnel, staff and the public regarding job vacancies, verifications and other personnel matters; receive and screen job applications and forward to appropriate personnel.

Type a variety of materials such as job announcements and advertisements and assure printing, distribution and mailing; type correspondence, reports and other related personnel material.

Assist in scheduling examinations and interviews; administer and score eligibility exams; notify applicants of test results; assist or conduct employee orientations and process employees according to established procedures.

Maintain various records and files related to personnel functions; update and maintain related computerized records.

Answer phones; take and relay messages; perform a variety of clerical duties and provide assistance to other personnel as directed.

Prepare and type Board reports related to the personnel function; assure proper completion of paperwork needed for Board approval.

Prepare and maintain a variety of statistical records and reports, such as EEOC reports.

Assign and schedule substitutes as needed.

Communicate with college placement officers, newspapers and other recruiting related agencies regarding the recruitment and placement of District staff.

Operate a variety of office machines including typewriter, calculator, copier, computer and word processing hardware.

Prepare payroll reports and records appropriate to assigned program.

Perform related duties as assigned.

#### KNOWLEDGE AND ABILITIES:

##### KNOWLEDGE OF:

Modern office practices, procedures and equipment.

Record-keeping techniques.

District organization, operations, policies and objectives.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Telephone techniques and etiquette.

##### ABILITY TO:

Learn, understand, interpret and explain District policies and procedures pertaining to payroll and personnel functions.

Read, interpret and follow applicable sections of State and federal laws, codes and regulations.

Modern office practices, procedures and equipment.

Understand and follow oral and written directions.

Add, subtract, multiply and divide quickly and accurately.

Communicate effectively both orally and in writing.

Complete work with many interruptions.

Work confidentially with discretion.

Maintain records and prepare reports.

Perform clerical duties such as filing, duplications and typing.

Type at 30 words net per minute from clear copy.

Work cooperatively and effectively with others.

Meet schedules and time lines.

Maintain a variety of records, lists and files.  
Operate a variety of office machines including typewriter,  
calculator, copier computer and word processing hardware.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and two years clerical experience, preferably including experience in a personnel office.

**WORKING CONDITIONS:**

Office environment.